

PMTA is changing the entire Dorothy Sutton Performance Festival registration to an online format. To login to the local or state registration system got to [pmta.tenutoweb.com](http://pmta.tenutoweb.com) and click the login in top right corner. Enter your email and if that doesn't work then enter your member # on your MTNA card. Click the "how to" videos or the written directions below for instruction.

#### NOTES FOR THE WESTMORELAND LOCAL:

- Before you register, please add the following information to your email contact list. Doing so will ensure that email notifications do not go to your spam filter.
  - a. **Name: PMTA Registrations**
  - b. **Email Address: [info@tenutoweb.com](mailto:info@tenutoweb.com)**
- Select PM for preferred time in registration – Westmoreland local will begin at 1PM
- Registration fee for each student is \$20
- Teachers must have updated PMTA/MTNA membership by August 15.
- **ONLY TEACHERS MAY REGISTER STUDENTS.** Parents and students may not use this registration system
- Payments for the local auditions will be collected through the online registration system using PayPal. PayPal allows payments via credit cards, debit cards or bank accounts (routing number and checking/savings account numbers needed)
- Please complete the state registration as soon as possible (check opening and closing dates on the website calendar)

#### INFORMATION VIDEOS:

[How to Register for DSPF local auditions](#)

[How to Register for DSPF State Recitals](#)

#### WRITTEN DIRECTIONS:

##### **How To Register for Local DSPF Auditions**

1. To complete your registrations, you will need the following information for your students: names, birthdates, contact details, repertoire information, and the level of their theory test. (Students who have received 85% or higher on Level 5 can be exempt, or they may take Level 6 or higher with no minimum score to qualify for the state recitals.)
2. Students who were registered in a previous year will still be in your teacher account. Any new students to DSPF will need to be created.
3. Teachers log in with the email address they use for their PMTA registration. Teachers who have forgotten their password must click "Request New Password" and then check their email immediately for a link that will allow them to update their password. To log in, your MTNA and PMTA memberships must be active and in good standing.
4. Under "DSPF Local Auditions," click the button "Local Forms." Then scroll and click on the button for your local association.
5. Select "Ensemble" or "Solo".

6. Click on the Agreement box to indicate you agree to the terms and conditions of DSPF. Click NEXT.
7. Select Participant Name from the drop-down list. If a student is not listed, scroll to the bottom of the student names and select "Create New Participant", enter the student's name and DOB (if not listed). Your name should be listed as Teacher. If the student has a sibling who will be participating, click that box.
8. Select Instrument, Theory Level, and theory test type. Click NEXT
9. If there is an accompanist, list the accompanist's name. If no accompanist, leave blank. Click NEXT
10. Enter your preferred time; AM or PM are the options. Only select if there is a specific preference. If Handicapped access is needed, click the box. Click NEXT
11. Enter Title, composer, and piece duration for both pieces. As you start typing the title and composer, if a name has been previously added, it will appear. Click FINISH
12. If you have more students to enter, click on "Click Here" to register another participant.
13. When you are finished, click the "Checkout" button on the right.
14. If you are registering students for auditions in more than one local chapter, you will need to complete separate registrations for each chapter.
15. Enter a credit card, debit card, or a bank account to pay the registration fee using PayPal.
16. In a few minutes, check your email for a confirmation of your registration.
17. After the registration deadline, you will receive a second email that lists the audition times for your students.
18. **Please include complete repertoire information, including opus numbers or references to a multi-movement work as applicable. Enter this information as you would wish it to appear on a recital program.**
19. Teachers who need assistance should contact their local association DSPF chairperson.

## HOW TO REGISTER STUDENTS FOR DSPF STATE RECITALS

1. After your local audition and after all results have been entered by the local chairperson, you will log into your PMTA account to see which students qualified. **Please respond as soon as possible and avoid waiting until the deadline. Your cooperation will enable the DSPF chair to complete the recital schedule in a timely manner. Check closing date on the website calendar page.**
2. At the main screen, select "Transfer to State".
3. Next, you will see a list of students who qualified. Select the check box for each student who will be attending. Judges have the discretion to choose which piece a student may perform, or they may indicate "teacher may choose." In case of the latter, select the piece the student will perform. Choose AM or PM for each student's performance time, if applicable.
4. Click the "Transfer" button.
5. Thanks to a grant from the Susan B. Miller Trust, students can register for free. However, teachers who will not be attending the recitals must pay a \$50 registration fee.
6. Follow through with the checkout process until it is complete.
7. You will receive an immediate confirmation of your registrations via email.

8. After the registration deadline, you will receive an email indicating the location and time for each student's recital. If you are attending, you will receive an additional email that informs you of your recital duty assignment.

**9. The DSPFchair@gmail.com email address is for teachers only. The DSPF Chair will forward emails from parents to the teacher unanswered.**

**10. Please do not wait until the deadline to request help. Late registrations cannot be accepted.**